



PASIR RIS CREST SECONDARY SCHOOL

11 Pasir Ris Street 41 Singapore 518934 Tel: 6581 1655 Fax: 6581 3226

Acceptable Use Policy (AUP) for use of EdTech Resources

Purpose of the Acceptable Use Policy (AUP)

Technology is an essential part of learning in today's world.

This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:

- Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

General

1. You should not attempt to access data, system and information that you are not authorised to.
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.
3. You should be responsible for the security of your account IDs and passwords.
 - Not sharing your username and passwords.
 - Not using another person's username and passwords for access.

Using your PLD or school devices

4. You should not modify or remove the manufacturer serial number and model number tag.
5. You should not personalise your PLD with word(s) and image(s) that are deemed by the school to be abusive, offensive, degradatory or threatening.
6. You should ensure the safety and security of your PLD by storing it in the lockers provided when not in use. *(PLDs should not be left unattended or in the lockers overnight)*
7. You are responsible for your PLD. In the event of loss or theft of the device, you must make a police report and report the matter to the school ICT Department.
8. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school. Should you need to charge your PLD in school, you should only do so at the school's designated charging stations, during recess and/or after-school hours.
9. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.

10. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You should not attempt to bypass the DMA.
11. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.
12. You will be responsible for the full cost and repair of your PLD due to negligence, including and not limited to:
 - Lending your PLD to others.
 - Leaving your PLD unattended and unsecured.
 - Using your PLD in an unsafe environment or manner.
13. You are to only use the schools prescribed PLD for academic needs. You are not allowed to bring a personal device in-lieu of your PLD.

Being a Responsible Digital Citizen

14. Use your PLD only for academic-related learning during and outside of school. *(Your PLD should not be used for entertainment purposes such as gaming or engaging in social media. You will be held responsible and accountable for all activities performed on your PLD)*
15. You should interact with others in a respectful and responsible way. You should not post online remarks that are
 - racially and/or religiously insensitive,
 - vulgar and/or offensive, or
 - hurtful to others.
16. You should not use any devices to
 - store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
 - make threats, cause harassment or embarrassment, impersonate or intimidate others.
17. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

Respecting Copyright

18. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
19. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

20. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
21. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
22. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.
23. You are not to use AI to for inappropriate content creation.

Staying Safe and Secure online

24. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
25. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.
26. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

27. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
28. You should avoid excessive use of your devices outside learning hours.
29. You should take regular breaks to rest your eyes and mind.
30. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

For more information, please refer to:

- Student Kit on Cyber Wellness and Learning with a Learning Device (Primary) – <https://go.gov.sg/cw-studentkitpri>
- Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary) – <https://go.gov.sg/cw-studentkit>